



MUSCOGEE (CREEK) NATION

Personnel Services – P.O. Box 580 – Okmulgee, OK 74447 – (918) 732-7827

JOB OPPORTUNITY

JOB TITLE: PRESIDENT

SALARY RANGE: \$69,867.20 - \$91,159.00

LOCATION: MUSCOGEE (CREEK) NATION TRIBAL COLLEGE

JOB DUTIES: Under the direction of the Chair for the Board of Regents, the President is the chief executive officer of the tribal college and is responsible for administering board level policy. The President will work with multiple constituencies including tribal, state and federal as well as external agencies relating to tribal colleges and accreditation. The primary responsibilities of the President will involve higher education administrative duties, academic leadership, student/learning services, financial management and enrollment management. In cooperation with tribal, state, federal and global entities the President will develop and establish partnerships to create a fully functioning Muscogee Creek Tribal College that can become independent and accredited. Under the direction of the President, the Tribal College will implement the necessary college systems, student services and academic programs to develop the Tribal College. Administer Board of Regents policy, initiate strategic planning activities. Control the finances of the institution. Supervise the personnel of the institution. Design the college organization structure. Design academic programs and curricula. Prepare the annual budget within the parameters of a long range financial plan. Establish a student services learning-centered program. Prepare college for accreditation and membership in higher education organizations.

JOB QUALIFICATIONS: Minimum requirements: An earned doctorate from an accredited institution with senior administrative experience in higher education. Preferred requirements: Terminal degree in higher education administration or related fields, and a minimum of five years senior administrative experience. Must possess a valid driver's license. Must submit to and pass all necessary background checks and drug testing.

***COMPLETED EMPLOYMENT APPLICATION IS REQUIRED**

CLOSING DATE: OPEN UNTIL FILLED **INDIAN PREFERENCE**

SEND APPLICATIONS TO: Muscogee (Creek) Nation Personnel Services
P.O. Box 580
Okmulgee, OK 74447
Fax: (918) 756-2284
sarmour@muscogeenation-nsn.gov
www.muscogeenation-nsn.gov